

# Retention and Classification Report

**Agency:** Duchesne County (Utah). County Attorney (2877)

P.O. Box 270  
734 No. Center  
Duchesne, UT 84021-0270

**Records Officer** Cristina Neilson

21923	Homicides and major felonies case files
24284	Juvenile case files

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 21923

3

**TITLE:** Homicides and major felonies case files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by subject's name

**DESCRIPTION:**

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 12, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 21923

**TITLE:** Homicides and major felonies case files

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 24284

3

**TITLE:** Juvenile case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files document juvenile cases handled by the Duchesne County Attorney. They include petitions, police reports, attorney's notes, related correspondence, and court records. The Juvenile Court maintains the official copy of all court records.

**RETENTION:**

Retain until juvenile reaches the age of twenty-two.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until juvenile reaches the age of twenty and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative and legal needs expressed by the county attorney's office.

**AGENCY:** Duchesne County (Utah). County Attorney

**SERIES:** 24284

**TITLE:** Juvenile case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**SECONDARY CLASSIFICATION(S):**

Private